



Platicamos-ARMA

Northern New Mexico Chapter



April 2003 Issue

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ATTENTION

National
Records & Information Management Month
RIMM

Sally Olguin
Editor

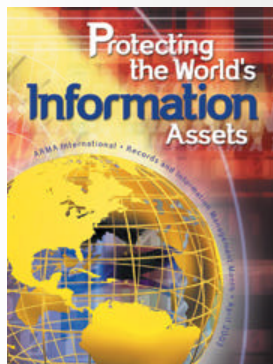
Toni Mann
Photographer

Presidents Message Sherry L. Guthrie



Hello everyone,

April is National Records and Information Management Month (RIMM). There are so many things we can do to celebrate this month



and promote our profession. In the past, we have collected proclamations from political dignitaries in each of the towns in our area. These proclamations were then read in a public presentation, such as the Round House at Santa Fe. We have also invited government dignitaries to speak to us in a public setting. We have issued press releases to local newspapers and held one of our yearly seminars during this month.

This year the chapter will hold two events in celebration of RIMM: Our Spring Seminar on April 17th, (See page 7&8) and an essay contest for school children

that proved to be a success last year (essay deadline is April 1).

The essay contest is an event where chapter members, who are also parents from each of the towns of Santa Fe, Espanola and Los Alamos, coordinate with one of their children's teachers to ask all the children in that classroom to interview an elderly member of their family, about an amusing anecdote, document the anecdote (creating a "record") and illustrates it. Each student will be a winner, and the chapter will celebrate by hosting a pizza party or ice cream social with the each class. The presentations will exhibited at our spring.

Note: Our monthly membership meeting has been moved to April 24th, since the original date fell on the seminar day. During the membership meeting, Tara Waldrop, a Chapter member, will present to us the wonders of *Electronic Imaging*.

I look forward to seeing you at one of the April events. In the meantime, please keep on sharing, learning, and growing.



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Congratulation and thanks to Tara
Waldrop for volunteering as
interim Secretary.

AGENDA April 24, 2003 Membership Meeting

- 1) Call to Order
- 2) Roll Call
- 3) Determination of Quorum
- 4) Recognition of Guests
- 5) Adoption of Agenda
- 6) Approval of March Minutes
- 7) Approval of Reports
 - a. Treasurer's Report
 - a. Membership Report
 - b. Other Reports
- 8) Unfinished Business
 - a. Spring Seminar
 - b. Essay Contest Results & Parties c.
 - c. Progress on Ristra Rewards Totals
 - d. Other
- 9) New Business
 - a. July Family Activity - Update
 - b. Special Project Award (HQ ARMA)
 - c. Upcoming Elections/Installation of Officers
 - d. Other
- 10) Presentation by Tara Waldrop on Electronic Imaging
- 11) Announcements
 - Next Board Meeting, 11:30 - 1:00, May 1, 2003, at ARES Corporation, 555 Oppenheimer Drive in Los Alamo
 - Next Membership Meeting, 11:30-1:30, May 28, 2003 at Santa Fe, NM State Land Office
- 12) Adjournment

Mission Statement

To Advance and Promote Records and Information Management (RIM)
by sharing professional knowledge and exchanging experience and information.

CRM CORNER

Sherry Guthrie, CRM

Here are some questions that might appear on the CRM Exam, Part III, Records Systems, Storage and Retrieval:

The accuracy and completeness of records is known as:

- a) records indexing
- b) centralization
- c) file integrity
- d) process engineering
- e) file coding

Three conventions (practices) for determining alphabetical order are letter-by-letter, word-by-word, and:

- a) paragraph-by-paragraph
- b) title-by-title
- c) space-by-space
- d) unit-by-unit
- e) field-by-field

In alphabetic name filing, the primary indexing unit is the:

- a) given name or initial
- b) surname
- c) middle name or initial
- d) nickname
- e) title

A filing manual should contain:

- a) job descriptions
- b) the corporate organization chart
- c) filing equipment price lists
- d) retention schedules
- e) work schedules

A place where inactive records are housed in a low-cost area under formal control is a:

- a) storage area
- b) archives
- c) central file room
- d) basement
- e) records center

When assessing the feasibility of converting paper records to other media, a records and information manager should consider the:

- a) office space occupied by the records
- b) labor requirements for the present system
- c) volume of the records
- d) retention period of the records
- e) all of the above

Draw, box, and roll-out are three types of _____ files:

- a) mobile
- b) open shelf
- c) vertical
- d) carousel
- e) lateral

Record centers aisles longer than 15 feet (21.5 meters) should:

- a) have skylights
- b) not end with a dead end
- c) not be allowed
- d) have electronic carts
- e) have moving walkways

One of the five barriers to good records management programs is

- a) lack of central files
- b) lack of management support
- c) lack of supervisors
- d) lack of systems

Want to learn more? Contact me, Sherry Guthrie, at 505-661-6390 or sguthrie@arescorporation.com

Answers on page 6

Imaging and Scanning

April Membership Meeting Presentation

Are you ready for the next step in your records management process? Perhaps you are one of the many that are looking for services to help achieve a records management goal.

As you may be aware, there are many imaging services available that provide document scanning, archiving, capture and digital imaging services for a large variety of documents including those stored on paper, film and in various electronic formats. These services may also be able to scan large format documents up to 40" wide and extreme lengths. These types typically include engineering drawings, maps, or mounted presentation graphics.

In your search for an imaging service make sure that the service you should select utilizes state-of-the-art scanning and digital imaging technology—using high-speed scanners and innovative digital imaging technology, which will assure quality. These processes can create non-proprietary images and indexes that are easily uploaded into any new or existing document management system. In some case, non-proprietary capture software allows for clean up, thereby enhancing digital images. This optimizes the indexing and metadata capture process documents.

As your guest speaker at the April membership meeting Tara Waldrop will share more details about the imaging industry. Plan on attending the membership meeting and learn more about what our future holds in electronic retrieval of our documents.



Noteworthy: Online Courses

HIPAA Privacy Essentials for Half-Price With the April 14 deadline just around the corner, you cannot afford to delay your HIPAA compliance efforts. For a limited time, ARMA is offering its comprehensive "HIPAA: Privacy Essentials" online course.

Vital Records: Preparing for the Unexpected Would your organization be able to resume business operations quickly after an emergency? "Vital Records: Preparing for the Unexpected," co-developed by ARMA International and the National Archives and Records Administration, is an interactive online course rich in helpful resources to help you implement a vital records program in your organization.

ARMA's latest publication, *Vital Records: Identifying, Managing, and Recovering Business-Critical Records*. This new American National Standards Institute (ANSI) standard sets the requirements for establishing a vital records program. See more details online at www.arma.org/bookstore/product_detail.cfm?itemID=1272.

NEW Webinar: Setting the Stage for e-Records Repository ARMA International will present "Setting the Stage for e-Records Repository," a new webinar (audio conference combined with a Web presentation) that will help records managers learn strategies for planning a successful e-records repository project.

From the Desk of the Editor
Sally Olguin



We have a great opportunity this month, to attend a seminar that will address the legal issues for electronic records. Mr. I saza will be addressing the issues and technicalities involved with records stored on electronic media and I am happy to announce that I have successfully convinced a highly technical personnel, a manager, as well a former teacher and potential records manager, to attend the upcoming seminar. Ok, so this was not so easy to do, and it was certainly not planned, but all in a day's work.

In only one week, I was confronted with three different responses to the concept of electronic records. My first confrontation is with *Ms. A* (A for Apprehensive), who for the last twenty-five years, has worked in the creation of *seventy-five year* regulatory records that are highly auditable, with requirements for their long-term storage methodically followed to assure compliance. *Ms. A* has for years, diligently watched over these hardcopy records and when I proposed the concept of electronic media—her reaction was as if I suggested the world was flat. *Ms. A* would not hear of it, and I could not believe my ears when she stated, "The only legally acceptable media for records is paper or microfiche." Although I carefully listed the many standards, legal cases, and legal requirements for records stored in electronic media, she was not about to accept that "Electronic records are legally acceptable in a court of law." Recognizing what I was up against, I folded. But, not all was lost. Somehow, the flyer for the upcoming seminar, landed in *Ms. A's* mailbox—the timing was perfect.

My next situation involved another member of my organization, *Mr. E* (E for Enthusiasm). During a review of yet another software program that promises to enable the user to

easily track business process records within the system, I was surprised. Near the end of the presentation, *Mr. E* leaned back in his chair; folded his arms across his chest, and proclaimed with a smile, "Now we can keep these records forever!" I gasped and nearly fell out of my chair—everyone in the room was staring at me—I must have turned pale. As I pulled myself back into my chair, I carefully explained the concept of retention schedules to the group. Did I mention that the records of concern had a two year retention? Surprisingly, the flyer for the upcoming seminar, landed in *Mr. E's* mailbox—the timing was perfect.

My third situation for the week came about during an assessment of a new team that recently joined our organization. These folks were about to be audited and they seriously believed that the answer was an electronic record keeping system. My job was to assess their current records management practice and advise them on whether to purchase an imaging system, or outsource the work. During the assessment, *Ms. C* (C for Courageous) escorted me through a long hall, down a dark staircase, behind two locks on a large metal door, and into a file room with thirty 1950's era file cabinets. Most of the keys were lost, so most of the cabinets could not be opened and *Ms C* admitted that they were planning to bring in a locksmith.

As I dusted off the papers that were sitting on top of the cabinets, I am sure I saw something move behind the pile of papers in the corner of the room. Although, it was clear to me, I asked anyway, "How often do you retrieve a record from this filing room?" The answer was, as I expected—Never. Unfortunately for this

Continued on page 6

April 2003 Meetings

National Records & Information Month

- April 1st Board Meeting
- April 17th Spring Seminar
- April 24th Membership Meeting

Continued from Page 3, CRM Corner

April Fools—The answers are not in this newsletter. You may Email me for the answers to the CRM Quiz.

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courageous records clerk, the news was not good, because there would be a lot more prep work before attempting to image these records. Because I know how easy it is to scare away a potential records manager, I was gentle. Hmm, and I just happened to have a copy of the seminar brochure in my car—the timing was perfect.

During this ARMA year, the many excellent seminars that have been available locally, have made marketing new records management concepts, much easier. During the last few seminars, I have noted that those attending the seminars are coming from different disciplines—engineers, software developers, physicists, attorneys, teachers, and others, which is a sign that ARMA NNM is on track—perfect timing.



Contributions or gifts to the Association of Records Managers and Administrators, Inc. are not charitable contributions for federal income tax purposes."

IN THE SPIRIT OF *SHARING* MORE EXCELLENT TRAINING OFFERED BY NEW MEXICO STATE RECORD CENTER AND ARCHIVES

ELECTRONIC RECORDS WORKSHOP

Archiving Databases: The Future Is Now

Presenter: Martha W. Keenen, RHA

Thursday, April 24, 2003, 9:00 am – 12:00

This presentation will focus on records and information management requirements for current database management. The presenter will provide information on integrating the technical and administrative components of information management systems, including long-term requirements that are considered part of all mission-critical software both custom and off-the-shelf.

Electronic Records Archives—Building the Archives of the Future

Presenter: Steve Adams, NARA, *Senior Records Analyst*

Thursday, April 24, 2003, 1:00 pm – 4:30 pm

Mr. Adams will speak on the Electronic Records Archive, NARA's strategic response to the challenge of preserving, managing and accessing electronic records.

Electronic Records Environment in NM State Government

Presenters: New Mexico Information Technology Management Office and State Records Center and Archives (SRCA)

Friday, April 25, 2003, 9:00 am – 12:00 noon

Moir Gerety, Chief Information Officer (CIO), and Dr. Stephen Easley, Deputy CIO, will share information on the current electronic records environment in New Mexico State government and address technological initiatives pertaining to records management issues. The Records Management Division of the SRCA will discuss implementation of microphotography systems (which include imaging systems) and proposed rule making for managing electronic records.

Storage Solutions

Friday, April 25, 2003, 1:00 pm – 4:00 pm

An optional afternoon session will provide information about various electronic records storage solutions from vendors.

For More Information <http://www.nmcpr.state.nm.us/> click on Training, or call 505-476-7902

2003 Spring
Seminar

ARMA NNM
Chapter

April 17th

OHKAY
Casino in
Española

Exploring, Discovery and Admissibility of Electronic Records—

Three Valuable Sessions in one-day!

- **Salient Principles that Govern Admissibility of Records**
- **Challenges for Admitting Certain Electronic Documents**
- **The Importance of a Retention Policy & Schedule**



Seminar Speaker;
Mr. John J. Isaza

A primary issue that records managers must consider today is whether and how electronic documents can be admitted in a court of law, including discovery prior to trial.

Mr. John J. Isaza will share with the audience, the behind-the-scenes technicalities that determine how a document winds up as an actual exhibit in a court of law; and the decision making process involved in admitting for evidence critical records and primarily electronic records.

Mr. Isaza will discuss the particular challenges that judges, lawyers and companies face in having particular types of documents discovered, then admitted in court, including e-mails, word, excel or power point documents, imaged documents, and enterprise planning systems.

Through an interactive and a hypothetical presentation based on an actual case, the audience will benefit from learning the primary legal issues in determining retention of electronic documents.

ARMA INTERNATIONAL
NORTHERN NEW MEXICO CHAPTER
FEDERAL TAX IDENTIFICATION NUMBER: 48-0993535
REGISTRATION FORM

Registration Fee: (Includes seminar, lunch and breaks)

NAME	TITLE
NAME OF COMPANY	MAILING ADDRESS (city, state, zip)
TELEPHONE NUMBER	E-MAIL ADDRESS

Cost \$75 for ARMA Members

Seminar Only

ARMA Members ----- \$75.00 _____
Non-ARMA Members ----- \$125.00 _____

Membership Only

ARMA Annual Dues (Become a member) ----- \$135.00 _____

Total Enclosed \$ _____

Make check payable to Northern New Mexico Chapter, ARMA International.

Seating is limited, the Fall Seminar sold out by the registration deadline.

? Cash ? Check ? Purchase Order Number _____

No Cancellations – No Refunds - Substitutions are Allowed

Mail Payment and Registration to:

Northern New Mexico Chapter - ARMA
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